

ID # _____
(Can be found in the top right
hand corner of your license.)

REQUEST TO DOWNGRADE LICENSE

Arkansas Contractors Licensing Board
4100 Richards Road
North Little Rock, AR 72120
Fax: 501-372-2247

I, _____, of _____
(Name of owner, officer, member, or partner) (Company Name as it appears on the license)

hereby formally request to **downgrade** my license from a _____ license to:
(Commercial, Residential or UNLIMITED Home Improvement)

Only check one:

_____ **Residential Builder** (**ONLY** if you had Building, Light Building or Residential Builder)

_____ **Unlimited** - Home Improvement (w/ current specialties)

_____ **Limited** - Home Improvement (w/ current specialties)

Limited – (Home Improvement projects **less than** \$20,000.00) - A balance sheet and proof of workers compensation insurance are **NOT** required, for licensing purposes only.

Unlimited or Residential Builder – A balance sheet and proof of workers compensation insurance are required.

By signing this, I understand that my license is for Residential / Home Improvement projects only and I cannot do work outside the classifications listed on my license. In addition, my license does not authorize me to perform work on Commercial projects \$20,000.00 or more (including material and labor).

By: _____ Date: _____
Signature of Owner, Officer, Member, Partner

Phone: _____

Fax: _____

Email: _____

Please contact Michelle Spoor @ 501-371-1506 with any questions regarding this form.
This form may be faxed to 501-372-2247.

OFFICE USE ONLY:

Processed by: _____

Revised 2/2013 (mc)